

**Enrolled Minutes of the Seventy-Sixth Regular or Special Meeting
For the Twenty-Seventh Highland Town Council
Regular Meeting
Monday, December 08, 2014**

Study Session. The Twenty-Seventh Town Council of the Town of Highland, Lake County, Indiana met in a study session preceding the regular meeting on Monday, December 08, 2014 at 6:38 O'clock P.M. in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Silent Roll Call: Councilors Bernie Zemen, Mark Herak, Steve Wagner, Konnie Kuiper and Dan Vassar were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

General Substance of Matters Discussed.

1. The Town Council discussed the agenda of the imminent regular meeting.
2. The Town Council discussed a roofing truck, frequently filled with roofing debris and uncovered in a residence near fifth and strong and whether any code violations were occurring.
3. The Town Council discussed with the Redevelopment Director the news that Abrahamson was not pursuing the petition for tax abatement, for the property located at its former automobile dealership on Indianapolis Boulevard.
4. The Town Council discussed the ways and means of providing turkeys for municipal workers as a gift for the holiday in lieu of the annual holiday party.

The study session ended at 6:59 O'clock p.m.

Regular meeting. The Twenty Seventh Town Council of the Town of Highland, Lake County, Indiana met in its regular session on Monday, December 08, 2014 at 7:01 clock P.M. in the regular place, the plenary meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

The Town Council President, Dan Vassar, presided and the Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Councilor Konnie Kuiper reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

Roll Call: Present on roll call were Councilors Bernie Zemen, Mark A. Herak, Steve Wagner, Konnie Kuiper and Dan Vassar. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Additional Officials Present: Rhett L. Tauber, Town Attorney; John M. Bach, Public Works Director; Peter T. Hojnicky, Metropolitan Police Chief; Alex M. Brown, CPRP, Parks and Recreation Superintendent; William R. Timmer, Jr., CFOD, Fire Chief; Kenneth J. Mika, Building Commissioner; Cecile Petro, Redevelopment Director; Denise Jacobs, Sr. Chancery/Bursar Clerk; and Katie Minchuk, Deputy Clerk-Treasurer were present.

Also present: Steve Mileusnich of the Advisory Board of Zoning Appeals; and Ed Dabrowski IT Director (Contract) were also present.

Minutes of the Previous Meetings:

The minutes of the regular meeting of 24 November 2014 were approved by general consent.

Special Orders:

1. **Public Hearing:** Proposed Additional Appropriations in Excess of the 2014 Budget for the Parks and Recreation Special Operating (General) Fund in the amount of 12,918.
 - (a) Attorney verification of Proofs of Publication: The TIMES 26 November 2014. The Town Attorney indicated that the proofs were in compliance with IC 5-3-1.
 - (b) **Public Hearing.** The Town Council President called the hearing to order. There were no public comments. The hearing was closed.
 - (c) Action on **Appropriation Enactment No. 2014-52:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Parks and Recreation Special Operating (General) Fund, all pursuant to I. C. 6-1.1-18, and I. C. 36-5-3-5.

Councilor Herak introduced and moved the consideration of Enactment No. 2014-52 at the same meeting of introduction. Councilor Zemen seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The Enactment could be considered at its same meeting of introduction.

Councilor Herak moved the passage and adoption of Enactment No. 2014-52 at the same meeting of introduction. Councilor Wagner seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The Enactment was padded and adopted at its same meeting of introduction.

**Town of Highland
 APPROPRIATION ENACTMENT
 Enactment No. 2014-52**

An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Parks and Recreation Special Operating (General) Fund, all pursuant to i.c. 6-1.1-18, i.c. 36-5-3-5, et seq.

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Parks and Recreation Special Operating (General) Fund;**

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levy set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

NOW, THEREFORE BE IT ENACTED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Parks and Recreation Special Operating (General) Fund** and for the purposes herein specified, subject to the laws governing the same:

PARKS AND RECREATION SPECIAL OPERATING (GENERAL) FUND

Increase		
Acct. No. 111.17	Part-time custodian Wages:	\$ 2,200.00
Acct. No. 111.32	Recreation Leaders wages	\$ 9,800.00
Acct. No. 112.XX	FICA/Medicare	<u>\$ 918.00</u>
	Total Series:	<u>\$ 12,918.00</u>

Fund Total: **\$ 12,918.00**

Section 2. That the Clerk-Treasurer is hereby authorized and instructed to inform the Indiana Department of Local Government Finance of this action and that these moneys be made available for expenditure **subject to an order** of the Commissioner, pursuant to IC 6-1.1-18.

Section 3. That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 08th Day of December 2014. Consideration on the same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED, ENACTED AND ADOPTED this 8th Day of December 2014, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Dan Vassar, President (IC 36-5-2-10)

ATTEST:

**Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)**

Communications:

1. The Clerk-Treasurer read aloud a letter from Steven Wagner communicating his resignation from the Advisory Board of Zoning Appeals, pursuant to IC 5-8-3.5 and 4. This was in consequence of his selection as councilor pro-tempore in the fourth ward succeeding the late Dennis Adams. There was no further action necessary.
2. The Clerk-Treasurer read aloud a letter from Vicki L. Crowel communicating her resignation from the Park and Recreation Board, pursuant to IC 5-8-3.5 and 4. This was in consequence of her election to the School Board of Trustees, and would be effective December 31. There was no further action necessary.

Staff Reports:

The Clerk-Treasurer read the following reports into the record.

- Building & Inspection Report for November 2014 will be submitted in a future meeting.
- **Building & Inspection Report for October 2014**

Permit	Number.	Residential	Commercial	Est. Cost	Fees
Commercial Buildings:	1	0	1	\$794,016.00	\$9,098.00
Commercial Additions or Remodeling:	8	0	8	\$228,458.00	\$3,386.00
Signs:	7	0	7	\$43,652.00	\$2,221.50
Single Family:	0	0	0	\$0.00	\$0.00
Duplex/Condo	0	0	0	\$0.00	\$0.00
Residential Additions:	0	0	0	\$0.00	\$0.00
Residential Remodeling:	84	84	0	\$517,661.00	\$9,256.50
Garages:	1	1	0	\$5,000.00	\$250.50
Sheds:	1	1	0	\$1,998.00	\$84.00
Decks & Porches:	3	3	0	\$4,522.00	\$506.50
Fences	6	6	0	\$15,159.0	\$570.00
Swimming Pools	0	0	0	0	\$0.00
DrainTile/ Waterproofing	4	4	0	\$27,033.00	\$556.00

Misc.	2	1	1	\$9,309,921.00	\$3,591.00
TOTAL:	117	100	17	\$10,947,420.00	\$29,520.00
Electrical Permits	27	20	7		\$8,210.50
Mechanical Permits	23	20	3		\$1,861.00
Plumbing Permits	13	6	7		\$2,162.00
Water Meters	4	2	2		\$1,295.00
Water Taps	0	0	0		\$0.00
Sewer/Storm Taps	0	0	0		\$0.00
TOTAL Plumbing:	17	8	9		\$3,457.00

October Code Enforcement:

Investigations: 144
Citations: 40

September Inspections:

Building: 58 Electrical: 47 Plumbing: 17 HVAC: 16
Electrical Exams: 0

• Fire Department Report for November 2014

	Month	2nd half of year
General Alarms		XX
Still Alarms	XX	XX
Paid still alarms	XX	X
Total:	XX	

• Workplace Safety Report for November 2014

The following incident summary was filed:

Department	Injuries this Month	Year to Date 2014	Total in 2013	Restricted Days 2014	Lost Workdays This Year (2014)	Restricted Days Last Year (2013)	Lost Workdays Last Year (2013)
Parks	0	1	2	0	0	0	0
Fire	0	0	1	0	0	0	0
Police	0	2	8	0	1	0	0
Street	0	2	4	0	0	43	0
Water & Sewer	1	7	3	170	56	126	0
Maint.	0	3	0	35	47	0	0
Other	0	1	4	0	0	0	0
TOTALS	1	16	22	205	104	169	0

Effective January 1, 2002, OSHA changed the record keeping guidelines. The municipality now counts the number of days lost from the day after the injury until the employee returns to work. Weekend, holidays, vacation days or other days scheduled off are included in the lost days count to a maximum of 180 days.

Unfinished Business and General Orders:

- 1. Introduced Ordinance No. 1572:** An Ordinance To Amend The Compensation, Benefits And Personnel Program Of The Municipality, To Be Known As The Compensation And Benefits Ordinance Particularly Modifying the Provisions regarding Military Leave, Pursuant To IC 36-1-3 And Other Relevant Statutes. *This*

was introduced and filed by Councilor Herak, at the meeting of November 24, 2014 without further action. At its study session of Monday, December 1, the Town Council conducted "mark-up" of the ordinance, changing some of its provisions. It is presented now for action marked-up with desired changes. Only a majority vote is necessary for adoption.

Councilor Herak moved the passage and adoption of Ordinance No. 1572. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The ordinance was adopted.

ORDINANCE NO. 1572
OF THE
TOWN OF HIGHLAND, INDIANA

AN ORDINANCE TO AMEND THE COMPENSATION, BENEFITS AND PERSONNEL PROGRAM OF THE MUNICIPALITY, TO BE KNOWN AS THE COMPENSATION AND BENEFITS ORDINANCE PARTICULARLY MODIFYING THE PROVISIONS REGARDING MILITARY LEAVE, PURSUANT TO IC 36-1-3 AND OTHER RELEVANT STATUTES.

WHEREAS, The Town Council is the fiscal and legislative body of the Town of Highland;

WHEREAS, IC 36-1-3-2 confers upon all local units the powers that they need for the effective operation of government as to local affairs;

WHEREAS, IC 36-1-3-6 (b)(1) prescribes that any such exercise of power shall be authorized through enactment of an ordinance passed by the legislative body; and

WHEREAS, IC 36-1-4, sections 14 and 15 provide in pertinent parts for the establishment of a system of employment for any class of employee and for fixing the level of compensation of its officers and employees; and

WHEREAS, IC 5-10 in several pertinent chapters further authorizes Indiana political subdivisions to participate in and provide for certain compensation plans, and group benefits for its public workforce and officers, some of which have been duly adopted and established by ordinance of the Town; and

WHEREAS, IC 36-5, Chapters 3 and 4 provide additional authority and guidelines for fixing the level of compensation of officers and employees in towns; and

WHEREAS, The Town Council has determined that re-establishment of a program for compensation, benefits and personnel management for its public workforce, consistent with Indiana Statutes, would be of benefit to support and carryout the public purposes of the municipality; and

WHEREAS, The Town Council now desires to authorize and establish such a compensation, benefits and personnel program;

NOW, THEREFORE, BE IT HEREBY ORDAINED BY the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That *Section 5.08* of the Compensation and Benefits Ordinance Commonly Known as the Municipal Employees Handbook be repealed in its entirety and replaced with a successor section, to be numbered 5.08, which shall read as follows:

§ 5.08 Military Leave

All full-time, non-seasonal employees of the Town of Highland, who are members of the Indiana National Guard, its reserve components, the retired personnel of the naval, air, or ground forces, or a reserve member of the armed forces of the United States **shall be considered qualifying employees who** are entitled to compensated leave of absence from their respective duties, in addition to regular vacation period, without loss of pay for consecutive or non-consecutive periods not to exceed a total of fifteen (15) days in any calendar year for such time as they are:

- (a) On state active duty under IC 10-16-7-5;
- (b) On training duties of the State of Indiana under order of the governor as commander in chief;
- (c) Members of any reserve component under the order of the reserve component authority; or
- (d) On temporary military training duties of the United States Armed forces under orders from the Department of Transportation;

In addition, to the foregoing, any qualifying employee in the instance described above, will be entitled to additional supplemental compensation and active duty leave time after the fifteen (15) days described, with such additional pay or supplemental compensation to be paid by the municipality,

charged to the host department of the employee on active duty leave. This additional pay is supplemental to the active duty pay provided by the employee's military branch during the active duty or tour. Active duty pay provided by the military branch during the active duty or tour will be supplemented to bring the qualifying employee to the level of pay the employee would earn as municipal employee without overtime at time of the start of the military leave for a maximum of 50 102 weeks. Any general increase in pay will be delayed for the duration of the leave time and will begin at the time of return in the same fashion as medical leave.

~~If military leave extends beyond the fifteen days of military leave and the fifty weeks of additional compensatory military leave, military leave will be authorized and military pay will be supplemented to bring the qualifying employee to eighty percent (80%) of the level of pay at time of the start of the military leave for a maximum of 52 weeks.~~

The employee is required to provide the Town with evidence of the dates of departure and return as soon as practical prior to departure and shall be required to furnish the Town upon return, evidence of satisfactory completion of such training or duty.

In order to qualify for the additional supplementary leave and pay above, the qualifying employee must provide a copy of the relevant orders and evidence of military pay as soon as practicable to the Office of the Clerk-Treasurer.

Section 2. That this ordinance is to be construed as a companion ordinance complimentary to any ordinance passed from time to time establishing wages and rates of pay and known as the salary ordinance;

- (a) That this ordinance shall be effective to the extent that it is not in conflict with Federal or State law;
- (b) That all other ordinances and resolutions related to the subject matter of this ordinance and not in conflict with its provisions, and the enabling instruments dealing with public employee retirement plans, remain in full force and effect;
- (c) That all other ordinances and resolutions in conflict with the provisions of this ordinance are hereby repealed and have no further force or effect;

Section 3. That this ordinance shall become and remain in full force and effect from and after the date of its passage and adoption upon its signature by the executive as attested thereto by the clerk-treasurer, in the manner prescribed by IC 36-5-2-10(a).

Introduced and Filed on the 11th day of November 2014. Consideration on same day or at same meeting of introduction was not sought pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 8th Day of December 2014, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Dan Vassar, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-16-4-1;IC 36-5-6-5)

2. Proposed Ordinance No. 1574: An Ordinance To Make Several Amendments Chapter 5.20 of the Highland Municipal Code Regarding Contractors, All Pursuant To IC 36-1-5 et Seq.

Councilor Zemen introduced and moved the consideration of Ordinance No. 1574 at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance could be considered at the same meeting of introduction.

Councilor Zemen moved the passage and adoption of Ordinance No. 1574 at the same meeting of its introduction. Councilor Wagner seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was passed and adopted at the same meeting of introduction.

ORDINANCE No. 1574
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE To MAKE SEVERAL AMENDMENTS Chapter 5.20 of the Highland Municipal Code Regarding Contractors, ALL PURSUANT TO IC 36-1-5 ET SEQ.

WHEREAS, Title 36, Article 1, Chapter 5 of the Indiana Code provides that the legislative body of a unit shall codify, revise, rearrange, or compile the ordinances of the unit into a complete, simplified code excluding formal parts of the ordinances;

WHEREAS, The legislative body of this unit, the Town of Highland, is the Town Council, pursuant to IC 36-1-2-9(5) and IC 36-5-2-2;

WHEREAS, IC 36-7-2-9 provides that a unit of government may enforce compliance with certain building regulations and codes; and

WHEREAS, IC 36-8-2-10 provides that a unit of government may regulate the operation of businesses, crafts, professions and occupations; and

WHEREAS, The Building Commissioner, pursuant to the foregoing powers, has recommended certain modifications to Chapter 5.20 of the Highland Municipal Code, that will further improve and perfect the regulatory scheme for the Town of Highland; and

WHEREAS, The Town Council, is persuaded that it is necessary and desirable to adopt the several substantive modifications recommended by the Building Commissioner to further improve and perfect the Code,

NOW, THEREFORE, BE IT HEREBY ORDAINED BY the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That Section 5.20.020 of the Highland Municipal Code be hereby repealed in its entirety and amended to include a successor section, to be styled Section 5.20.020, which shall read as follows:

5.20.020 Definitions.

(A) For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

(1) "Contractor" means any natural person who, for compensation, undertakes to, or submits bids to, or does himself, or has done by others, construction, repair, alteration, remodeling, addition to, subtraction from, and improvement of structures and buildings, moves, wrecks, or demolishes any structure, and/or manages all or any of the above items, and who is responsible for all contracting within the entire project.

(2) "Council" means the town council of the town of Highland, Lake County, Indiana.

(3) "Designee" means the chief building inspector/building commissioner of the town of Highland, Indiana.

(4) "License" means a certificate issued by the board or its designee established pursuant to this chapter which confers upon the holder the privilege to perform as a contractor.

(5) "Maintenance man" means a person who is employed on a permanent basis to keep the premises of a business establishment in good repair.

(6) "Person" means a natural person, partner, partnership, limited partnership, or any form of unincorporated enterprise, owned by two or more persons, and as applied to "corporation" in addition to the corporations, including the officers, directors, and employees thereof.

(7) "Specialty contractor" means one who specializes in a particular branch of the building construction industry, and who shall be licensed and limited to said specific field of work. This shall include but not be limited to landscapers, and lawn maintenance services, and snow removal.

Section 2. That Chapter 5.20 of the Highland Municipal Code is hereby amended to include a new section, to be named Section 5.20.055, which shall read as follows:

5.20.055 Required Identification of Contractors Vehicles and Equipment; Licensing Verification.

- (A) All contractors shall have signs or appropriate displays on - 2- sides of their vehicle(s) or equipment, measuring not less than 12 inches by 12 inches (1 sq. ft.) identifying the contractors' company or business name.
- (B) In addition, while performing any work in the Town of Highland, a licensed contractor or licensed contractor's employee shall possess a copy of the current Town of Highland contractor's license. It shall be available for review upon request by any enforcement officer of the municipality.
- (C) Failure to comply with the forgoing provision will be an offense subject to the provisions of this code.

Section 3. That this ordinance shall be effective from and after its passage and adoption as evidenced by the signature of the Town Council President and attested thereto by the Clerk-Treasurer, all pursuant to IC 36-5-2-10 and IC 36-5-2-10.2.

Introduced and Filed on the 8th day of December 2014. Consideration on same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 8th Day of December 2014, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

Dan Vassar, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-16-4-1;IC 36-5-6-5;IC 36-5-2-10.2)

3. **Proposed Ordinance No. 1575.1549-C:** An Ordinance to Amend the Wage and Salary Ordinance Regarding a staff authorization in the Office of the Clerk-Treasurer and for Workers in the Metropolitan Police Department In Support its Plan to Implement Records Clerks Services 24 hours a day, 7 days a Week.

Councilor Zemen introduced and moved the consideration of Ordinance No. 1575.1549-C at the same meeting of its introduction. Councilor Wagner seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance could be considered at the same meeting of introduction.

Councilor Zemen moved the passage and adoption of Ordinance No. 1575.1549-C at the same meeting of its introduction. Councilor Wagner seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was passed and adopted at the same meeting of introduction.

ORDINANCE No. 1575.1549-C
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE to AMEND ORDINANCE No. 1549, AN ORDINANCE TO ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA, PARTICULARLY REGARDING CHANGE TO THE STAFFING AUTHORITY OF THE OFFICE OF THE CLERK-TREASURER AND CHANGES NEEDED TO SUPPORT 24/7 RECORDS CLERKS in the POLICE DEPARTMENT.

WHEREAS, Title 36, Article 1 Chapter 4 of the Indiana Code confers certain general corporate powers on the several units of government in Indiana;

WHEREAS, Section fifteen of that chapter specifically provides that a unit of government may fix the level of compensation of its officers and employees; and

WHEREAS, I.C. 36-5-3-2 further provides in pertinent part that the town legislative body shall provide reasonable compensation for the other town officers and employees;

WHEREAS, I.C. 36-5-3-2(b), still further provides that the Town Legislative body shall, by

ordinance fix the compensation of its own members and the Town Clerk-Treasurer;

WHEREAS, I.C. 36-5-3-2(c) still further provides that the compensation of an elected town officer may not be changed in the year for which it is fixed, nor may it be reduced below the amount fixed for the previous year; and

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2014;

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That Section 10 (d) of Ordinance No. 1549 be amended by repealing Section 10(d) of that Ordinance in its entirety and replacing with the following section, which shall be numbered as Section 10(d) and read as follows:

Section 10. That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Metropolitan Police Department** as follows:

(d) Other Associate Staff and Public Safety Dispatching Employees

		Starting Rate	Incumbent Rate
**Support Services Administrator	(1)		\$ 1,765.01 bi-weekly
* Secretary	(1)	\$16.22	\$ 19.11 per hr.
* Secretary (part-time)		\$16.22	\$19.11 per hr.
<i>*Starting rate shall apply to any person with less than 1-year experience in the position.*</i>			
*Lead Support Services Clerk	(1)	\$15.32	16.32
*Lead Support Services Training Coordinator	(1)	\$15.32	16.32
* Support Services Clerk	(1)	\$14.32	\$15.32
* Support Services Clerk (part-time)		\$14.32	\$15.32
* Police Records Clerk	(2)	\$ 13.44	\$ 13.44 hr.
Police Records Clerk (part-time)		\$ 13.44	\$ 13.44 hr.
Animal Warden (part-time)		\$ 8.00 hr. -	\$ 15.00 hr.
Crossing Guard (part-time)		\$9.66 hr. -	\$10.76 hr.
Sub Crossing Guard (part-time)		\$9.66 hr. -	\$10.76 hr.
Metropolitan Police Chaplain (4)			no pay
Matron or Clerk Duty (call-out) hourly rate - 2 hour minimum			
Off-Duty Court Time (2 hour minimum) hourly rate			

** The terms of the employment agreement adopted by the Town Council on 29 June 2006 are incorporated and ratified by reference and by proper Resolution regarding the Support Services Administrator, pursuant IC 36-5-3-2 and IC 36-8-2.

		Starting Rate	Six Mos. Rate	Incumbent Rate with Yr. or more Service
Radio Operator	(X)	\$14.21	\$15.73	\$19.07 hr.
Radio Operator	(part-time)	\$14.21	\$15.73	\$19.07 hr.

Public Safety Clerk-Radio Operator (1)

This full-time position is performed by one (1) person, but will involve the tasks associated with the job descriptions of Records Clerk and Radio Operator. The rate of pay will be based upon the tasks being performed. When performing tasks associated with Records clerk, the rate of pay will be that as established by the wage and salary ordinance for a records clerk. When performing tasks associated with Radio operator, the rate of pay will be that as established by the wage and salary ordinance for a radio operator.

Section 2. That Section 7 (c)(1) of Ordinance No. 1549 be amended by repealing Section 7 (c)(1) of that Ordinance in its entirety and replacing with the following section, which shall be numbered as Section 7

(c) (1) and read as follows:

Section 10. That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Office of Clerk-Treasurer** as follows:

(c) (1) Associate Employees and Staff

		Starting Rate	Incumbent Rate
Associate Clerk, Payroll & Personnel	(1)	\$16.98	\$16.98 hr.
Encumbering Officer	(1)	\$16.98	\$16.98 hr.
Chancery / Bursar Clerk, Senior	(1)	\$16.32	\$16.32 hr.
Chancery / Bursar Clerk	(1) ^{xx}	\$16.07	\$16.07 hr.
Chamberlain Clerk	(1)	\$13.71	\$13.71 hr.
Chamberlain Clerk (part-time)	(X)	\$13.71	\$13.71 hr.
Chancery & Bursar Aide (part-time)	(X)	\$ 7.25-12.00 hr.	\$7.25-12.00 hr.

^{xx} *There shall be one (1) Chancery/Bursar Clerk and one (1) Senior Chancery/Bursar Clerk. In the event that there is a vacancy in the position of Senior Chancery/Bursar Clerk, there is authorized two (2) positions of Chancery/Bursar Clerk, to be paid at the rate indicated.*

Information Technology Coordinator (part-time)	\$11.00	hr.	\$11.00 hr.
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Section 3. That notwithstanding the provisions defining the term incumbent for the purposes of setting a pay rate, for the initial appointments to be made by the Town Board of Metropolitan Police Commissioners, or the Police Chief, persons promoted from within the Department to the positions of **Lead Support Services Clerk, Support Services Clerk, and Lead support Services Training Coordinator**, can be started at the incumbent rate of pay without serving in the newly created positions for at least one year or more;

Section 4. That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

Section 5. That the provisions set forth in Section 1, shall be effective from January 5, 2014 and continue thereafter until amended , modified or repealed by passage and adoption of a successor ordinance.

Section 6. (A) That an emergency exists for the immediate taking affect of this Ordinance, which, subject to the provisions of this ordinance, shall become effective and shall remain in full force and effect from and after the date of its passage and adoption, **but not sooner than December 21, 2014**, pursuant to any effective dates herein described and until its repeal or amendment by subsequent enactment;

(B) That the Clerk-Treasurer shall have authority to implement the provisions of this ordinance pursuant to the authority expressly set forth in IC 36-5-6-6 (a) (3) & (4).

Introduced and Filed on the 8th day of December 2014. Consideration on same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 8th Day of December 2014 , by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Dan Vassar, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-16-4-1;IC 36-5-6-5)

4. Proposed Ordinance No. 1576: An Ordinance To Amend The Compensation, Benefits And Personnel Program Of The Municipality, To Be Known As The Compensation And Benefits Ordinance Particularly Modifying the Provisions Involving Radio Operators, Pursuant To IC 36-1-3 And Other Relevant Statutes.

Councilor Zemen introduced and moved the consideration of Ordinance No. 1576 at the same meeting of its introduction. Councilor Wagner seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance could be considered at the same meeting of introduction.

Councilor Zemen moved the passage and adoption of Ordinance No. 1576 at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was passed and adopted at the same meeting of introduction.

ORDINANCE NO. 1576
OF THE
TOWN OF HIGHLAND, INDIANA

AN ORDINANCE TO AMEND THE COMPENSATION, BENEFITS AND PERSONNEL PROGRAM OF THE MUNICIPALITY, TO BE KNOWN AS THE COMPENSATION AND BENEFITS ORDINANCE PARTICULARLY MODIFYING THE PROVISIONS INVOLVING RADIO OPERATORS, PURSUANT TO IC 36-1-3 AND OTHER RELEVANT STATUTES.

WHEREAS, The Town Council is the fiscal and legislative body of the Town of Highland;

WHEREAS, IC 36-1-3-2 confers upon all local units the powers that they need for the effective operation of government as to local affairs;

WHEREAS, IC 36-1-3-6 (b)(1) prescribes that any such exercise of power shall be authorized through enactment of an ordinance passed by the legislative body; and

WHEREAS, IC 36-1-4, sections 14 and 15 provide in pertinent parts for the establishment of a system of employment for any class of employee and for fixing the level of compensation of its officers and employees; and

WHEREAS, IC 5-10 in several pertinent chapters further authorizes Indiana political subdivisions to participate in and provide for certain compensation plans, and group benefits for its public workforce and officers, some of which have been duly adopted and established by ordinance of the Town; and

WHEREAS, IC 36-5, Chapters 3 and 4 provide additional authority and guidelines for fixing the level of compensation of officers and employees in towns; and

WHEREAS, The Town Council has determined that certain modifications to the program for compensation, benefits and personnel management for its public workforce, consistent with Indiana Statutes, would be of benefit to support and carryout the public purposes of the municipality; and

WHEREAS, The Town Council now desires to authorize and establish such a compensation, benefits and personnel program;

NOW, THEREFORE, BE IT HEREBY ORDAINED BY the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That *Section 5.05.01* of the Compensation and Benefits Ordinance Commonly Known as the Municipal Employees Handbook be repealed in its entirety and replaced with a successor section, to be numbered 5.05.01, which shall read as follows:

§ 5.05.01 Except for **Lead Support Services Clerk, Support Services Clerks, Support Services Training Coordinator, Police Radio Operators** and Sworn Police Officers, the Town recognizes and pays for holidays throughout the year for full-time employees who have worked at least 30 calendar days with the Town. They are:

- | | |
|-----------------|------------------------|
| New Year's Day | Labor Day |
| President's Day | Thanksgiving Day |
| Good Friday | Day after Thanksgiving |
| Memorial Day | Christmas Eve |
| Fourth of July | Christmas Day |

Section 2. That *Section 5.05.04* of the Compensation and Benefits Ordinance Commonly Known as the Municipal Employees Handbook be repealed in its entirety and replaced with a successor section, to be numbered 5.05.04, which shall read as follows:

§ 5.05.04 ~~Police Radio Operators~~ **Lead Support Services Clerk, Support Services Clerks, Support Services Training Coordinator** and Sworn Personnel will be granted ten (10) holidays (subject to Police Department regulations).

Section 3. That *Section 5.19.01* of the Compensation and Benefits Ordinance Commonly Known as the Municipal Employees Handbook be repealed in its entirety and replaced with a successor section, to be numbered 5.19.01, which shall read as follows:

§ 5.19.01 Incumbent Radio Operators and Sworn Officers

Each active, full-time ~~Police Radio Operator~~ **Lead Support Services Clerk, Support Services Clerks, Support Services Training Coordinator** and Law Enforcement Officers of the Metropolitan Police Department as defined by I.C. 5-2-1-2(a) shall be paid the following uniform allowances:

- \$ 950 per year for each uniformed personnel
- \$ 950 per year for each plain clothing personnel
- ~~\$ 600 per year for full-time radio operators~~
- \$ 150 per quarter for Support Services Administrator, **Lead Support Services Clerk, Support Services Clerks, Support Services Training Coordinator**

Section 4. That *Section 5.19.04* of the Compensation and Benefits Ordinance Commonly Known as the Municipal Employees Handbook be repealed in its entirety and replaced with a successor section, to be numbered 5.19.04, which shall read as follows:

§ 5.19.04 Part-time Radio Operators and the Animal Warden

Part-time ~~radio operators~~ **support services clerks** and the animal warden will be provided with uniform shirts and slacks as deemed necessary by the ~~Communications~~ **proper** Supervisor. Part-time ~~radio operators~~ **support services clerks**, the animal warden, and other civilian employees will not be eligible for clothing allowance.

Section 5. That this ordinance is to be construed as a companion ordinance complimentary to any ordinance passed from time to time establishing wages and rates of pay and known as the salary ordinance;

- (a) That this ordinance shall be effective to the extent that it is not in conflict with Federal or State law;
- (b) That all other ordinances and resolutions related to the subject matter of this ordinance and not in conflict with its provisions, and the enabling instruments dealing with public employee retirement plans, remain in full force and effect;
- (c) That all other ordinances and resolutions in conflict with the provisions of this ordinance are hereby repealed and have no further force or effect;

Section 3. That this ordinance shall become and remain in full force and effect from and after the date of its passage and adoption upon its signature by the executive as attested thereto by the clerk-treasurer, in the manner prescribed by IC 36-5-2-10(a).

Introduced and Filed on the 8th day of December 2014. Consideration on same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 8th Day of December 2014, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Dan Vassar, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-16-4-1;IC 36-5-6-5)

5. **Proposed Ordinance No. 1577:** An Ordinance To Amend The Compensation, Benefits And Personnel Program Of The Municipality, To Be Known As The Compensation And Benefits Ordinance Particularly Modifying the Provisions Involving Overtime for Exempt Salaried Supervisory Personnel, Pursuant To IC 36-1-3 And Other Relevant Statutes.

Councilor Wagner introduced and filed Ordinance No. 1577. There was no further action.

6. **Works Board Order No. 2014-36:** An Order Approving and Authorizing the Metropolitan Police Chief to Purchase from Lakeshore Ford of Chesterton, IN

through the State of Indiana (2) two 2015 Ford Utility Police Interceptor Base, pursuant to I.C. 5-22-8-2.

Councilor Kuiper moved the passage and adoption of Works Board Order No. 2014-36. Councilor Herak seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**Town of Highland
Board of Works
Order of the Works Board 2014-36**

An Order Approving and Authorizing the Metropolitan Police Chief to Purchase from Lakeshore Ford of Chesterton, IN through the State of Indiana (2) two 2015 Ford Utility Police Interceptor Base, pursuant to I.C. 5-22-8-2.

Whereas, The Town of Highland Metropolitan Police Department, as part of its public duties, has a responsibility for patrol, public safety and protection of life and property throughout the Town of Highland and, from time to time, it is necessary to purchase and or lease materials and supplies in order to carry out the functions of the department; and

Whereas, The Metropolitan Police Chief has determined a need to replace certain equipment and supplies and has further determined the purchase price will be below \$150,000.00.

Whereas, The Metropolitan Police Chief has identified Lakeshore Ford of Chesterton, IN through the State of Indiana to be a desirable source vendor for the purchase of two (2) 2015 Ford Utility Police Interceptor Base at price of \$52,588.00 minus the trade-ins of \$6,000.00 for a total of \$46,588.00.

Whereas, The Metropolitan Police Chief reports that bids were solicited, opened and read aloud on December 4, 2014 at the Highland Municipal Building pursuant to Section 3.05.060 (A)(3) of the Highland Municipal Code.

Whereas, The price for the purchase exceeds \$10,000.00 and, pursuant to Section 3.05.040 (C) as well as Section 3.05.050 (C)(1) of the Highland Municipal Code requires the express approval of the purchasing agency; and

Whereas, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (A)(1)(b) of the Highland Municipal Code serves as the purchasing agency for the Metropolitan Police Department; and

Whereas, The Metropolitan Police Chief, pursuant to Section 3.05.050 (D)(2) of the Highland Municipal Code, serves as the Purchasing Agent for the Metropolitan Police Department; and

Whereas, The Purchasing Agent, pursuant to Section 3.05.060 (F)(1) of the Highland Municipal Code, expected that the purchase would be at least \$50,000.00 but not more than \$150,000, but rather that solicit quotes, elected to seek bids pursuant to Section 3.05.060(H); and

Whereas, The purchase of the vehicle will be supported by a duly approved appropriation in the Municipal Capital Cumulative Fund and a duly approved appropriation in the Metropolitan Police Department of the Corporation General Fund;

Whereas, The Town Council now desires to approve and authorize the Police Chief to complete the purchase pursuant to the terms and stated herein.

Now, Therefore Be It Ordered by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board of Municipality:

Section 1. That the Works Board hereby authorizes and approves the purchase from Lakeshore Ford of Chesterton, to be a desirable source vendor for the purchase of two (2) 2015 Ford Utility Police Interceptors at the total price of \$52,588 minus the trade-ins of \$6,000.00, for a net total purchase price of \$46,588.00, all pursuant to IC 5-22 and Section 3.05.060 (H)(8) of the Highland Municipal Code;

Section 2. That the Works Board hereby finds and determines that the purchase as an individual purchase represents a duly executed purchase pursuant to IC 5-22 and Section 3.05.060 (H)(8) of the Highland Municipal Code;

Section 3. That the Metropolitan Police Chief is now authorized and approved to execute the purchase agreement and any additional documents in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-4-14.

Be It So Ordered.

DULY, PASSED, ADOPTED AND ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 8th day of December 2014 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL OF THE
TOWN OF HIGHLAND, INDIANA**

Dan Vassar, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer

- 7. Works Board Order No. 2014-37:** An Order Of The Works Board Approving The Annual Support And Maintenance Fee For Software Services With B,S&A Software, Inc. In Support Of Its Software For General Ledger, Payroll, Special Assessments, Utility Billing And Associated Accounting Systems For The Governmental Offices, Departments And Associated Utilities Of Town Of Highland.

Councilor Wagner moved the passage and adoption of Works Board Order No. 2014-37. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**TOWN OF HIGHLAND
Board of Works**

ORDER OF THE WORKS BOARD 2014-37

AN ORDER OF THE WORKS BOARD APPROVING THE ANNUAL SUPPORT AND MAINTENANCE FEE FOR SOFTWARE SERVICES WITH BS&A SOFTWARE, INC. IN SUPPORT OF ITS SOFTWARE FOR GENERAL LEDGER, PAYROLL, SPECIAL ASSESSMENTS, UTILITY BILLING AND ASSOCIATED ACCOUNTING SYSTEMS FOR THE GOVERNMENTAL OFFICES, DEPARTMENTS AND ASSOCIATED UTILITIES OF TOWN OF HIGHLAND

WHEREAS, The Office of the Clerk-Treasurer determined a need to acquire general ledger, payroll, special assessments, utility billing and associated accounting systems for the governmental offices, departments and associated utilities of town of highland to succeed a existing software systems, which were originally acquired in 1988 and have become functionally obsolete;

WHEREAS, The Clerk-Treasurer in consultation with the IT Director (Contact) searched for software vendors deemed able to provide *according to the municipality's reasonable requirements*, high quality general ledger, payroll, special assessments, utility billing and associated accounting systems that would also support the preparation of the Comprehensive Annual Financial Report, provide greater flexibility, and support certain transparency objectives related to financial, budgetary and contract information, according to the municipality's reasonable requirements;

WHEREAS, Following further due diligence, the Clerk-Treasurer recommended, *BS&A Software*, as having acquitted itself as the sole vendor best able and most likely to provide *according to the municipality's reasonable requirements*, high quality general ledger, payroll, special assessments, utility billing and associated accounting systems that would also support the preparation of the Comprehensive Annual Financial Report, provide greater flexibility, and support certain transparency objectives related to financial, budgetary and contract information;

WHEREAS, Based upon the foregoing, the Town Council approved the acquisition and licensing agreement with *BS&A Software* by the passage and adoption of Works Board Order No. 2013-20 on the 8th of April 2013;

WHEREAS, The Annual Support and Maintenance Agreement is due for *BS&A Software at an aggregate annual price greater than \$10,000* and pursuant to Section 3.05.040 (C) of the Highland Municipal Code requires the express approval of the purchasing agency;

WHEREAS, Section 3.05.030 (A) of the Highland Municipal Code provides that the Town Council as the Works Board of the municipality, shall serve as the purchasing agency for the municipality and its executive departments;

WHEREAS, Section 3.05.030 (B) of the Highland Municipal Code further provides that the Town Council as the Works Board of the municipality, may act *in the stead of the board of directors of the waterworks and the board of sanitary commissioners* when any purchase involves materials or supplies that will be purchased at a shared cost or will be jointly used by the civil government and the utilities; and

WHEREAS, Section 3.05.050(9) of the Highland Municipal Code still further provides that the Clerk-Treasurer or his/her designee is the purchasing agent for the Office of the Clerk-Treasurer and all executive departments of the municipality;

WHEREAS, The Town Council, acting as the Works Board for the Town of Highland now desires to approve and authorize the renewal of the annual maintenance and support agreement with BS&A Software and to further authorize the Clerk-Treasurer to complete the renewal pursuant to the terms stated herein,

NOW, THEREFORE, BE IT HEREBY ORDERED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA ACTING AS THE WORKS BOARD OF THE MUNICIPALITY AS FOLLOWS:

Section 1. That annual support and maintenance agreement with BS&A Software, first approved by the Town Council by its adoption of Works Board Order No. 2013-20 on the 8th of April 2013 is hereby affirmed and approved in all respects;

Section 2. That the Town Council as the works board, hereby finds and determines that the vendor constitutes a single source that meets the municipality's reasonable requirements for software and data processing, and thereby eligible for special purchasing methods, pursuant to Section 3.05.060 (I)(8) of the Highland Municipal Code and I.C. 5-22-10;

Section 3. That the following fees and services as set forth in the agreement with BS&A Software, which constitutes the annual maintenance and support services for twelve (12) different modules, each with carrying a price from a low of \$1,240 to a high of \$3,625 are hereby found and determined to be reasonable and fair, are hereby approved and allocated as follows:

(A) For maintenance and support services associated with the several *governmental* modules, fees which shall not exceed in the aggregate fifteen thousand, one hundred thirty-seven dollars (\$15,137.00);

(B) For maintenance and support services associated with the several *enterprise or municipal utility* modules, fees which shall not exceed in the aggregate thirteen thousand, three dollars (\$13,003.00);

Section 4. That the Clerk-Treasurer as purchasing agent is authorized to execute such documents, cause such publications, and schedule such hearings as may be necessary or desirable to carry out the purposes of this order.

BE IT SO ORDERED

DULY, PASSED, ADOPTED, AND ORDERED by the Town Council of the Town of Highland, Lake County, Indiana this 8th day of December 2014 having passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

Dan Vassar, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

8. **Resolution No. 2014-54:** An Exigent Resolution Providing For The Transfer Of Appropriation Balances From And Among Major Budget Classifications In The Metropolitan Police Department In The Corporation General Fund As Requested By The Proper Officer And Forwarded To The Town Council For Its Action Pursuant To I.C. 6-1.1-18-6.

Councilor Zemen moved the passage and adoption of Resolution No. 2014-54. Councilor Wagner seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

RESOLUTION NO. 2014-54

AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS in the METROPOLITAN POLICE DEPARTMENT in the CORPORATION GENERAL FUND as REQUESTED BY THE PROPER OFFICER AND FORWARDED to the TOWN COUNCIL for its ACTION PURSUANT TO IC 6-1.1-18-6.

WHEREAS, It has been determined that certain exigent conditions have developed since adoption of the original budget and it is now necessary to transfer certain appropriations into different categories than were initially appropriated for the various functions of the Metropolitan Police Department in the Corporation General Fund;

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Highland, Lake County, Indiana as follows:

Section 1. That for the expenses of said municipality, the following appropriations are hereby transferred and set apart out of the funds hereinafter named for the purposes specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law;

Section 2. That it has been shown that certain existing unobligated appropriations of the Metropolitan Police Department in the Corporation General Fund which are not needed at this time for the purposes for which originally appropriated, and may be transferred to a category of appropriation in order to satisfy an existing need, as follows:

CORPORATION GENERAL FUND

Metropolitan Police Department

Reduce Accounts:	
#111.06 PT Clerical Wages	\$ 3,000.00
#111.21 Patrol Wages	\$ 12,800.00
#111.22 Radio Operators Wages	\$ 31,797.00
#111.23 Radio Operators OT Wages	\$ 773.00
#113.01 Uniform Allowances	\$ 1,425.00
#113.02 Uniforms	\$ 1,469.00
<i>Total 100 Series Reductions</i>	\$ 51,264.00
Reduce Accounts:	
#210.01 Gasoline	\$ 20,000.00
<i>Total 200 Series Reductions</i>	\$ 20,000.00
#340.23 Group Health/Medical Insurance	\$ 140,000.00
#380.06 Service Agreements	\$ 17,000.00
<i>Total 300 Series Reductions</i>	\$ 157,000.00
Increase Accounts:	
#210.02 Tires	\$ 3,000.00
#230.04 Other Supplies	\$ 127,989.00
<i>Total 200 Series Increases</i>	\$ 130,989.00
Increase Accounts:	
#430.05 New Car Equipment	\$ 16,467.00
#430.06 New Car Computer	\$ 8,000.00
#430.12 New Vehicles	\$ 72,808.00
<i>Total 400 Series Increases</i>	\$ 97,275.00
Total of All Fund/Department Decreases:	\$ 228,264.00
Total of All Fund/Department Increases:	\$ 228,264.00

DULY RESOLVED and ADOPTED this 8th Day of December 2014 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
 HIGHLAND, INDIANA**

Dan Vassar, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
 Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

9. Action to approve overtime payments for Exempt Salaried Personnel, pursuant to Section 3 of Ordinance No. 1531 the Wage and Salary Ordinance, as amended and Section §4.03.01 of the Compensation and Benefits Ordinance. This waives the provisions of Section § 2.01 of the Compensation and Benefits Ordinance.

9.1 The Metropolitan Police Chief requests favorable action for R. Potesta, who is an exempt salaried employee, and investigations division commander, in the amount of \$300 for work associated with Highland Grove Mall Special Security.

Councilor Kuiper moved to authorize and approve the payment of overtime as requested. Councilor Wagner seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The overtime payment for FSLA Exempt Salaried Supervisor was approved.

10. Action to approve appointment or employment of full-time employee, pursuant to Section §3.03 of the Compensation and Benefits Ordinance.

The Assistant Public Works Director recommends the appointment and hire of William Plucinski, to the position of Mechanic in the Public Works Department (Agency) at the hourly rate of \$18.16.

Councilor Zemen moved to authorize and approve the hiring of William Plucinski as requested. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The hiring was approved as requested.

Comments from the Town Council Members
(For the Good of the Order)

- **Councilor Bernie Zemen:** *Chamber of Commerce Co-Liaison • Liaison to the Park and Recreation Board • Liaison to the Town Board of Metropolitan Police Commissioners.*

Councilor Zemen acknowledged the Metropolitan Police Chief who reported on the recent Shop with a Cop event.

Councilor Zemen acknowledged the Parks and Recreation Superintendent who reported that there were 1,100 participants in the recent Pumpkin Plod Running Race, conducted annually on Thanksgiving Day.

- **Councilor Mark Herak:** *Liaison to the Board of Waterworks Directors • Budget and Finance Chair • Liaison to the Board of Sanitary Commissioners • Liaison to the Community Events Commission.*

Councilor Herak acknowledged the Public Works Director who offered a brief survey of the status of improvement projects in town.

Councilor Herak reported that the Board of Sanitary Commissioners seeks to meet with the Town Council to offer a briefing on its pending Bond issue not to exceed \$19 million.

With leave from the Town Council, Councilor Herak and the Metropolitan Police Chief engaged in a colloquy regarding trade-ins and new vehicle acquisition..

- **Councilor Steve Wagner:**

Councilor Wagner acknowledged his nascent status as a Councilor, selected by caucus in November to serve as councilor pro tempore in Ward 4. He expressed appreciation for his "acceptance" and expressed a desire to serve as Liaison to the

Advisory Board of Zoning Appeals, noting his long service as a member of that Board.

- **Councilor Konnie Kuiper:** • *Fire Department, Liaison* • *Chamber of Commerce Co-Liaison.*

Councilor Kuiper acknowledged the Fire Chief who reported on his participation with the State Excise Law Enforcement officers, conducting multi-agency alcohol regulation compliance in several of the saloons and bars in the Town the night before Thanksgiving.

- **Council President Dan Vassar:** • *Municipal Executive* • *Chairman of the Board of Trustees of the Police Pension Fund (1925 Law)* • *Redevelopment Commission Liaison.*

The Town Council President noted the recent invitation by the TIMES Publisher to municipal executives to organize teams and participate in a Salvation Army Kettle drive competition.

The Town Council President welcomed Councilor Wagner to the Town Council.

The Town Council President acknowledged the Redevelopment Director who reported on the status of Redevelopment initiatives, including the application to allow the Town Theater to have National Landmark Status. She also spoke of the effort to dispose of building trailer that formerly served as the offices for Darnell Auto Repair, a property recently acquired by the Redevelopment Commission, which is located on Jewett Street.

Amendment of Agenda. Councilor Herak moved to amend the agenda to consider selection of the Liaison to the Advisory Board of Zoning Appeals. Councilor Zemen seconded. Upon a roll call vote, a two-third vote being necessary, there were five affirmatives and no negatives. The motion passed. The agenda was amended as moved.

Appointment of Liaison.

Councilor Herak moved that Councilor Wagner be appointed Town Council liaison to the Advisory Board of Zoning Appeals. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Councilor Wagner was appointed liaison to the Advisory Board of Zoning Appeals.

Comments from Visitors or Residents:

1. Vernon Sieb, 3024 Lakeside Drive, Highland, expressed his concerns about the on-going construction of the site called Prairie Square, located on 45th Avenue at the site of the former Shaver Pontiac property and approved as an *extended stay hotel under the terms of the zoning code*, Mr. Sieb expressed his concern that it was being marketed and seemingly operated as an apartment complex.

Mr. Sieb stated that owing an inquiry he made on behalf of anticipated visiting family members, as he explored a thirty-day tenancy and was informed about the need for a lease. He further stated that the units had no furniture. Mr. Sieb opined that he was unaware of any hotels that were marketed without furniture.

Mr. Sieb urged that the Town Council follow-up with the developer.

Payment of Accounts Payable Vouchers. There being no further comments from the public or visitors, Councilor Zemen moved to allow the vendor accounts payable vouchers as filed on the pending accounts payable dockets, covering the periods

November 25, 2014 through December 08, 2014 as well as the *payroll dockets* for November 14 and November 28, 2014. Councilor Wagner seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The accounts payable vouchers for vendors and payroll docket were allowed, payments allowed in advance were ratified, and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

Vendors Accounts Payable Docket:

General Fund, \$323,431.66; Motor Vehicle Highway and Street (MVH) Fund, \$29,172.68; Local Roads and Streets (LR&S) Fund, \$53,542.15; Law Enforcement Cont. Education and Supply Fund, \$2,072.40; Flexible Spending Accounts (FSA) Agency Fund, \$1,203.84; Insurance Premium Fund, \$138,116.04; Information and Communications Technology Fund, \$6,164.91; Solid Waste District Grant Fund, \$105,971.24; Special Events Non Reverting Fund, \$668.98; Police Pension Fund, \$62,233.59; Cumulative Capital Improvement Fund, \$52,585.67; Cumulative Capital Development Fund, \$18,439.25; Traffic Violations Fund, \$7,480.50; Municipal Cumulative Street Fund, \$500.00; Total: \$ 801,582.91.

Payroll Docket for payday of November 14, 2014:

Council, Boards and Commissions, \$0.00; Office of Clerk-Treasurer, \$13,271.25; Building and Inspection Department, \$7,492.91; Metropolitan Police Department, \$109,031.75; Fire Department, \$3,262.48; Public Works Department (Agency), \$59,972.30 and 1925 Police Pension Plan Pension Fund, \$0.00; Total Payroll: \$193,030.69.

Payroll Docket for payday of November 28, 2014:

Council, Boards and Commissions, \$7,436.40; Office of Clerk-Treasurer, \$13,359.14; Building and Inspection Department, \$7,043.71; Metropolitan Police Department, \$100,346.58; Fire Department, \$3,244.56; Public Works Department (Agency), \$64,779.90 and 1925 Police Pension Plan Pension Fund, \$61,471.78; Total Payroll: \$257,682.07.

Adjournment. Councilor Kuiper moved that the plenary meeting be adjourned. Councilor Herak seconded. Upon a vote *viva voce*, the motion passed. The regular plenary meeting of the Town Council of Monday, December 08, 2014 was adjourned at 8:07 O'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer